

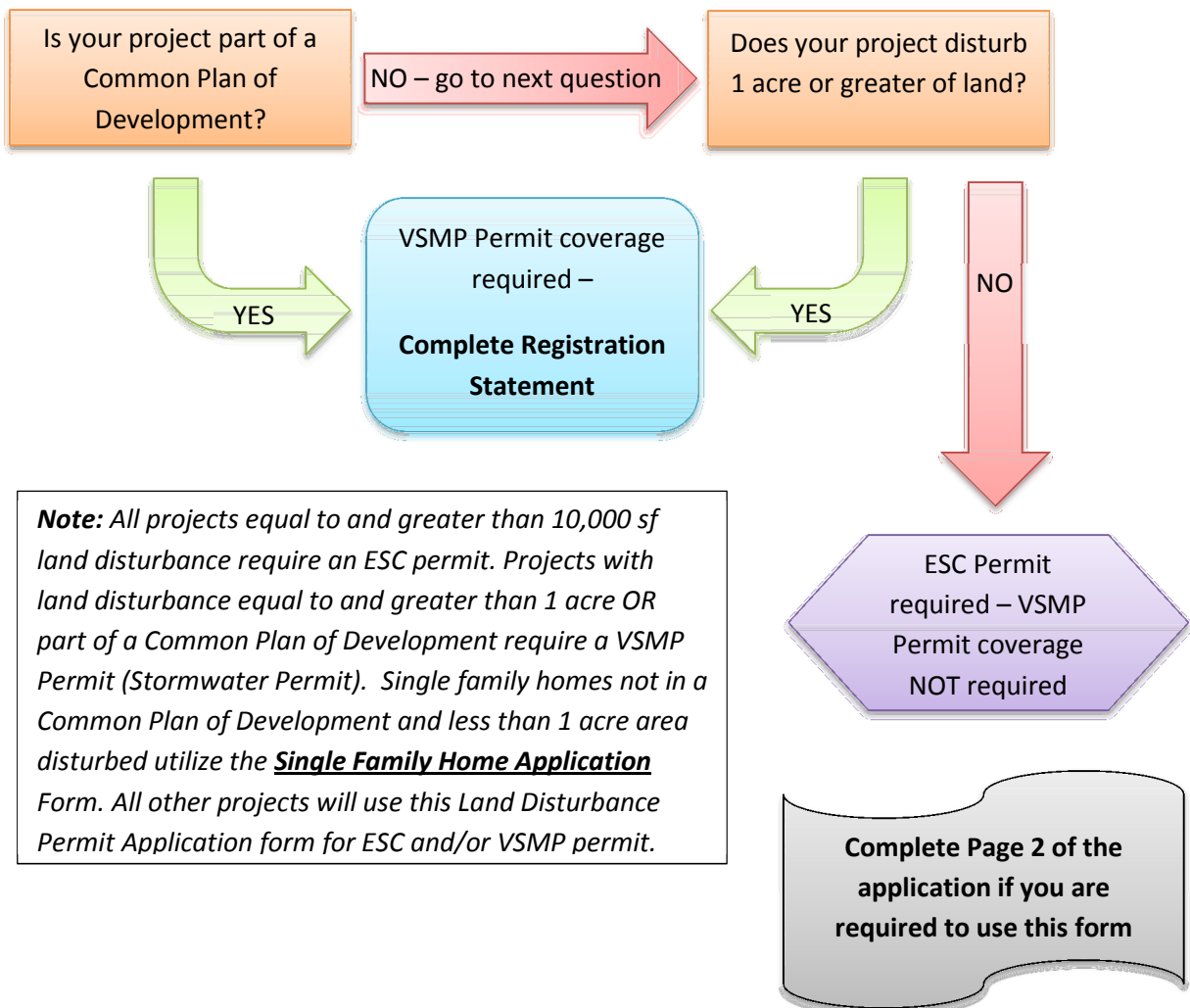


# City of Buena Vista

Thomas Roberts  
Department of Planning & Community Development  
2039 Sycamore Avenue Buena Vista VA 24416  
(540) 261-8607 | troberts@bvcity.org

## LAND DISTURBANCE PERMIT APPLICATION

Please complete all applicable sections of this application and include **ALL** items as listed on page 3. Your submittal will be reviewed for completeness within 15 days of receipt. Submittals not complete will not be reviewed until complete. In addition, refer to the **Administrative Process Flow Chart** on this form to better understand the ESC and VSMP permitting process.





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### Owner/Applicant Information

Owner: _____	Applicant: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Email <i>required</i> _____	Email <i>required</i> _____

### Project Information

Tax Map/Parcel # \_\_\_\_\_ Disturbed Area (*acres*): \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location Description: \_\_\_\_\_

\_\_\_\_\_

### Parcel Information - *Provide Post development Total Areas rounded to the nearest tenth acre for:*

Parcel : \_\_\_\_\_ acres **Must Equal** Impervious Cover: \_\_\_\_\_ acres +

Managed Turf/Lawn: \_\_\_\_\_ acres + Forest/Undisturbed open space: \_\_\_\_\_ acres

Soils Type: \_\_\_\_\_ (*Soil type conditions may be altered based upon specific soils data- submit data for verification by locality*)



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### Application Checklist for Completeness

Items checked for application submittal for both ESC/VSMP must be received in order for the technical review to begin. Owner/Applicant will be notified within 15 days of application completeness. **NO TECHNICAL REVIEW WILL TAKE PLACE UNTIL APPLICATION IS COMPLETE.**

Item to Submit	ESC	VSMP	Note	BV
Land Disturbance Permit Application	X	X		
General Permit Registration Statement		X		
Payment of Fees	X	X	See ESC and VSMP Fee Schedules-there are separate fees for administering the E&S and VSMP programs.	
Erosion & Sediment Control Plan, calculations and Plan Submittal Checklist	X	X	Follow ESC Ordinance & E&S Handbook; City utilizes a Plan Submittal Checklist for E&S Plan Review.	
Stormwater Management Plan, calculations, VRRM (current version) hardcopy & electronic (utilize DEQ draft 2013 bmp clearinghouse manual), and Plan Submittal Checklist		X	Follow the SW Ordinance, DEQ SW Bluebook, City's SWMP Manual. City utilizes a Plan Submittal Checklist for Stormwater Plan review.	
Stormwater Pollution Prevention Plan		X	Includes: E&S plan, SWM Plan, additional and required TMDL control measures and a Pollution Prevention Plan.	
Construction Bond Estimate	X	X	Need estimate for both E&S and SW infrastructure. City may allow one bond to cover project for VSMP permit. <b>NOTE: ESC&amp;SWM Bonds must be received and accepted by City attorney prior to issuance of local VSMP Permit.</b>	
Signed Stormwater Maintenance Agreement	X*	X	*If there is a stormwater facility/BMP which is built as part of ANY project then this agreement (form provided by City) must be signed and submitted by Owner. <b>NOTE: Agreement MUST be recorded prior to issuance of local VSMP Permit.</b>	

**BV City Use** – This application package has been reviewed and is deemed \_\_\_complete \_\_\_incomplete

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Copy of this form was provided to Owner/Rep on \_\_\_\_\_



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## LAND DISTURBANCE PERMIT APPLICATION

**Read and Sign Page 4 of the application and don't forget to complete the GP Registration Statement and submit with your application as required!**

### **Terms and Conditions of Permit**

I hereby agree to comply with the City of Buena Vista's Erosion & Sediment Control (ESC) and Stormwater (SW) Ordinances. These requirements shall be based upon the conservation standards contained in the Virginia Department of Environmental Quality (VA DEQ) Erosion-Sediment Control Handbook, the VA DEQ Stormwater Management Handbook and the Virginia Stormwater BMP Clearinghouse.

*No land disturbing/construction activities shall commence on the property until all applicable permit(s) have been approved and issued and all City Zoning and Planning requirements have been met.*

### **Right of Entry**

**I hereby grant designated officials of the City of Buena Vista the right to enter my property for the purpose of inspection or monitoring for compliance in accordance with the City's ESC and SW Ordinances.**

### **Certification**

"I certify under penalty of law that I have read and understand the contents of this document and all attachments. The information submitted is, to the best of my knowledge, true, accurate, and complete. I am aware there are significant penalties for submitting false information."

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Buena Vista

## LAND DISTURBANCE PERMIT APPLICATION

**Administrative Process Flowchart** – *this flowchart is intended to assist you in understanding the VSMP process.*

